



BOARD OF COMMISSIONERS

1 S. Main St., 9th Floor
Mount Clemens, Michigan 48043
586-469-5125 FAX 586-469-5993
macombcountymi.gov/boardofcommissioners

BUDGET COMMITTEE

THURSDAY, OCTOBER 23, 2008

SPECIAL AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Adoption of Agenda, **AS AMENDED, TO INCLUDE JUVENILE DIVISION - CHILD CARE FUND TO #8**
4. Public Participation
5. Executive Session to Discuss Labor Negotiations
6. Referral from Special Budget Committee Meeting of 10-16-08: (mailed)
Adopt Plan B Implementation for the Facilities and Operations Department
Item #1 – Close all County Buildings at **5:00 p.m.**
7. Approve Victim Witness Program – Prosecuting Attorney (mailed)
8. Adopt Plan B Implementation for the Following Departments: (mailed)
 - Prosecuting Attorney
 - Sheriff
 - Equalization (postponed from Oct. 7, 2008)
 - Public Affairs
 - Finance Department
 - Board of Commissioners
 - Juvenile Division – Child Care Fund (held from Oct. 21 meeting) (attached)
9. Receive and File Update on Remaining Plan B Departmental Proposals (mailed)
10. New Business
11. Public Participation
12. Adjournment

MACOMB COUNTY BOARD OF COMMISSIONERS

William A. Crouchman
District 23
Chairman

Dana Camphous-Peterson
District 18
Vice-Chair

Leonard Haggerty
District 21
Sergeant-At-Arms

Andrey Duzyj - District 1
Marvin E. Sauger - District 2
Phillip A. DiMaria - District 3
Jon M. Switalski - District 4
Susan L. Doherty - District 5

Joan Flynn - District 6
Sue Rocca - District 7
David Flynn - District 8
Robert Mijac - District 9
Phillis DeSaele - District 10

Ed Szczepanski - District 11
Peter J. Lund - District 12
Don Brown - District 13
Brian Brdak - District 14
Keith Rengert - District 15

Carey Torrice - District 16
Ed Bruley - District 17
Paul Gielegem - District 19
Kathy Tocco - District 20

Betty Slinde - District 22
Sarah Roberts - District 24
Kathy D. Vosburg - District 25
Leon Drolet - District 26

MACOMB COUNTY, MICHIGAN

RESOLUTION TO: adopt budget reductions for the Facilities and Operations/Facilities and Operation Security.

INTRODUCED BY: Don Brown, Chairperson, Budget Committee

PLAN B TARGETED: \$671,650

The Finance Department has reviewed the response from the Director of Facilities and Operations regarding the implementation of Plan B. The Director has indicated various proposals, if enacted, would result in \$579,326 in budgetary savings, which are highlighted and underlined below. Other savings outlined in her October 8, 2008 memo would require further action for implementation:

- referred to 10-23-08 Special Budget Committee meeting*
1. Close all County Buildings at 5:00 P.M. Elimination of evening programs would allow for the elimination of 3 guard positions at a savings of \$165,380. An alternative is to charge for evening programs. It is undetermined if enough revenues could be generated to offset costs of the security guards. If approve, this would result in the layoff of 3 positions.
 2. Eliminate one vacant painter position saving \$91,126. No layoff required.
 3. Eliminate one part-time Account Clerk position saving \$11,411, this would result in a layoff.
 4. Eliminate two additional Housekeeper positions in addition to the 4 eliminated in Plan A. However it would require transferring 2 Housekeepers to vacant Custodian positions, which gives the Department more flexibility in functionality (i.e. snow removal, etc.) This would provide a net savings of \$105,162. No layoff required.
 5. Eliminate one Groundskeeper position through the promotion of a Groundskeeper to the vacant Custodian Foreman position. This would provide \$60,912 in savings. No layoff required.
 6. Reduce energy budget by \$24,644 as a result of installing the ozone equipment at the Jail.
 7. Decrease uniform cost by \$8,000.
 8. Review the parking at Clemens Center Lot to determine whether employee should be charged for parking. If 141 spaces could be leased, it would generate \$27,000 per year. This would offset the cost of the security service currently at the lot. If it is the desire not to charge, than elimination of the security service would save \$27,000.
 9. Eliminate one Boiler/Refrigeration positions saving \$85,691 (contingent upon permanently assigning Mechanical Systems Supervisor and Boiler Refrigeration Foreman position as outline in the Director's Plan B supplement memo dated October 8, 2008). No layoff required.
 10. There are other areas that have been mentioned that may save substantial dollars, but implementation requires too many factors to be included at this time.

COMMITTEE/MEETING DATE: Budget Committee, Oct 16, 2008

*Spec. Budget**10-23-08*



FACILITIES & OPERATIONS DEPARTMENT

10 N. Main St., 13th Floor
Mount Clemens, Michigan 48043
586-469-5244 FAX 586-469-7770

Lynn M. Arnott-Bryks
Director

Diane G. Connell
Operations Supervisor

Larry K. Oakes
Mechanical Systems Supervisor

TO: David M. Diegel, Director
Finance Department

SUBJECT: Budget Cuts

DATE: October 8, 2008

At the August 26, 2008 meeting of the Budget Committee, the Facilities and Operations Department was directed to provide a plan that would generate \$671,560.00 in savings. It was also noted Plan A savings would be included. With the inclusion of Plan A, budget cuts requested would be \$1,067,000.00. In addition to that amount, \$200,000.00 is targeted to be deleted from the Building Improvement Budget contained in the Capital Budget, resulting in a total budget cut of \$1,267,000.00.

As you are aware, the Facilities and Operations Department maintains 1.8 million square feet of buildings and the budget contains all building operating expenses (i.e., utilities, building repair and maintenance, equipment repair and maintenance, grounds care) for General Fund buildings.

This Department also provides skilled trades and HVAC maintenance services to Martha T. Berry Medical Care Facility and Juvenile Justice Center.

In addition to the \$1,267,000.00 budget cuts in both Plan A and Plan B, Facilities and Operations/Security complied with the three-percent budget reduction in 2006.

Recently, the 42nd District Court – Division II, Public Works Building and Medical Examiner's Office was completed adding to operational expense.

MACOMB COUNTY BOARD OF COMMISSIONERS

Andrey Duzij - District 1
Marvin E. Sauer - District 2

Joan Flynn - District 6

Ed Szczepanski - District 11

William A. Crouchman
District 23
Chairman

Dana Camphous-Peterson
District 18
Vice-Chair

Leonard Haggerty
District 21
Sergeant-At-Arms

October 8, 2008

Page 2

Currently, the Hall Road Warehouse is complete and is in the process of being occupied, which will increase operating expense. In late 2008 or early 2009, the Juvenile Justice Center will be complete and fully operational, adding to the workload of the skilled trades, custodian/housekeeping and HVAC maintenance personnel.

The Facilities and Operations Department processes over 9,000 work orders and will easily exceed that figure with the added square footage. It is extremely difficult to cut an additional \$671,650.00 from an operating budget while at the same time increasing the square footage to be maintained and maintaining aging facilities.

In order to reduce the budget, the following items are being forwarded for consideration:

1.

Shut Down all County facilities at 5:00 p.m. (except the 24/7 locations)

Currently evening programs and/or activities are occurring at the VerKuijen Building, Southeast Health Center, Majestic Plaza and the Mt. Clemens Health Center. Extended hours are also occurring one day per week at the Court Building and occasionally at the Administration Building. A sampling of programs and/or services conducted in the evening hours are Health Department Clinics, MSU Extension programs, WIC programs, Senior programs, Mental Health Services and the Department of Human Services holds evening hours. Security Guards (Grey Coats) are stationed at these locations due to the extended hours in which the buildings are operating.

We understand the purpose of Government is to provide much-needed services to the public and realize this would be a difficult decision. In the event this cannot occur, at the very least the County should charge for keeping the buildings open for evening meetings and/or services.

With the buildings closing at 5:00 p.m., this would result in a reduction of three (3) Security Guards. With this reduction in manpower, occupants at the aforementioned locations may be required to secure the building at 5:00 p.m.

Shutting down the buildings at 5:00 p.m., would also result in energy savings.

Termination of two (2) Security Guard positions is included in Plan A, provided cashierless parking equipment is purchased.

Another drawback is building issues would go undetected until the following business day.

referred to
10-23-08
Special
Budget
Committee
meeting

SUMMARY

referred to
10-23-08
Spec.
Budget
Committee
meeting

~~○~~ - Elimination of (3) Security Guards
Contingent upon buildings closing at 5:00 p.m. \$165,380.00

~~-~~ Uniforms Purchased
Decrease Budget
(negotiate with Union) ~~\$ 8,000.00~~

~~-~~ Security Services
Decrease Budget ~~\$ 27,000.00~~

If we lease parking spaces we may want to retain services

~~-~~ Eliminate (1) Painter Position
Establish Trustee Painting Program ~~\$ 91,126.00~~

~~-~~ Eliminate Part-Time Account Clerk
(by operation of lay-off provision in Contract) ~~\$ 11,411.00~~

~~-~~ Eliminate (2) Housekeeping Positions
Fill (2) vacant custodial positions ~~\$105,162.00~~

~~-~~ Library Operating Budget
(Elimination of operating budget due to agreement
with Wayne State) ~~\$132,395.00~~

~~-~~ Jail Laundry Supplies
Decrease Janitorial Supplies at Jail; funds to be
transferred to the Sheriff's Department ~~\$100,000.00~~

~~-~~ Groundskeeper
Contingent upon temporarily assigning Materials
Processor to Groundskeeper in the winter and filling the
Maintenance Foreman position. ~~\$ 60,912.20~~

~~-~~ Ozone System - Jail Laundry ~~\$ 24,644.00~~

~~-~~ Elimination of water-cooled Units - Computer Room
Currently
Reviewing

~~-~~ Reduction in Overtime
Negotiate with Unions or four (4) day Work Week
and/or flexible scheduling

~~-~~ Energy Conservation

TO: John H. Foster
Assistant Finance Director

FROM: Stephen L. Smigiel
Accounting Manager

DATE: October 9, 2008

SUBJECT: Facilities and Operations Plan B Review

Pursuant to your request, I have reviewed the Plan B proposal submitted by the Lynn Arnott-Bryks, Director of the Facilities and Operations Department. The target for the department is \$671,500 and the true net savings identified under the proposal is approximately \$492,000, as outlined in the bulleted points below. The specifics of the proposal are addressed under separate cover from Ms. Arnott-Bryks (attached).

referred to
10-23-08
Spec Budget
Committee
meeting

➤ The County currently budgets one Security Guard position on afternoons at the Southeast Health Building, Majestic Center and the Verkuilen Building, primarily for the purpose of having a security presence during evening programs held at those facilities. Ms. Arnott-Bryks feels that those three positions could be eliminated at an annual savings of \$165,000 if these buildings were closed at 5:00 PM every day. This would, however, require the evening programs to be discontinued. Alternatively, the County could charge fees for the evening programs to offset the cost of providing the Security Guards, although the fees necessary to generate sufficient revenues to cover the salaries and benefits of the full-time Security Guards have not been determined as of this point in time.

- Eliminate of one painter position at an annual savings of \$91,000.
- Eliminate one part-time Account Clerk position at an annual savings of \$11,000.
- Eliminate two housekeeping positions that through the promotion of two Housekeepers to Custodian positions that are currently vacant, at an annual savings of \$105,000. The two Custodian positions have not been reconfirmed at this point in time.
- Eliminate one Groundskeeper position through the promotion of a Groundkeeper to a vacant Custodian Foreman position at an annual savings of \$61,000.

RECYCLABLE PAPER

RESOLUTION NO.

FULL BOARD MEETING DATE

AGENDA ITEM

MACOMB COUNTY, MICHIGAN

RESOLUTION TO: approve the addition of one Victim Witness Advocate and one temporary clerical in the Prosecuting Attorney's Office in compliance with MCLA 780.751 as outlined in the October 15, 2008 memo from Eric Smith, Prosecuting Attorney. The total cost would be \$82,692 in 2009. This action is a result of the Circuit Court's decision to no longer provide this service in the Juvenile Division as part of the Plan B cost cutting. If approved, this cost would have be included in the 2009 Budget.

INTRODUCED BY: Don Brown, Chairperson, Budget Committee

Victim Witness Advocate (Mid-range)	\$69,760
PT Temp (\$12.00/hour @ 1,000 hrs max)	\$12,932

COMMITTEE/MEETING DATE: Budget Committee, Oct 23, 2008

ERIC J. SMITH
MACOMB COUNTY PROSECUTING ATTORNEY

RECEIVED

OCT 16 2008

MACOMB COUNTY
FINANCE

October 15, 2008

Dear Mr. Diegel,

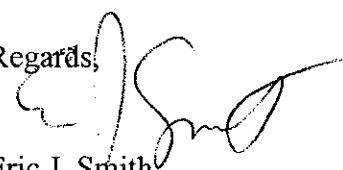
I have attached a copy of the correspondence received from Keith Beasley, Court Administrator, indicating that they are ceasing to provide victim's rights services for the Juvenile Division, effective December 31, 2008.

Unfortunately, the efforts of the Court Administrator to meet their targeted budget reduction under Plan B will not result in any savings to the county because it will simply result in shifting that cost to my office. These services continue to be statutorily mandated under the Crime Victim's Rights Act, MCLA 780.751. Accordingly, our office must provide these critical services to the victims of juvenile crime within our county.

However, I firmly believe that my office can still manage to save the county money under this proposal by agreeing to handle these services with a single full time position of Victim Witness Advocate (salary range of 36,760 – 45,950) and a temp, rather than the two full time positions previously required by the court.

As always, if you have any questions, please do not hesitate to contact me.

Regards,


Eric J. Smith
Prosecuting Attorney

The Circuit Court

For
The Sixteenth Judicial Circuit of Michigan

Circuit Judges

RICHARD L. CARETTI, Chief Judge
JAMES M. BIERNAT, SR., Chief Judge, Pro Tempore
DONALD G. MILLER, Presiding, Civil/Criminal
ANTONIO P. VIVIANO, Presiding, Family
PETER J. MACERONI
MARY A. CHRZANOWSKI
MARK S. SWITALSKI
EDWARD A. SERVITTO, JR.
MATTHEW S. SWITALSKI
DIANE M. DRUZINSKI
TRACEY A. YOKICH
JOHN C. FOSTER
DAVID F. VIVIANO



Clerk of the Court
CARMELLA SABAUGH

KEITH R. BEASLEY
Court Administrator

October 7, 2008

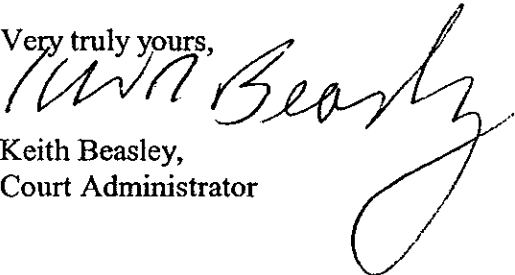
Eric Smith,
Macomb County Prosecutor
One South Main, 3rd Floor
Mt. Clemens, MI 48043

Dear Mr. Smith:

I spoke with Chief of Operations James Langtry approximately a month ago about the Court ceasing to provide victim's rights services for the Juvenile Division after December 31, 2008 because the Victim Advocate, Jan Haggerty, is retiring at the end of 2008 and her assistant has already retired.

Please be advised that based on our budget reduction commitment to the Board of Commissioners, the Court is relinquishing the two budgeted victim's rights positions as of January 1, 2009.

Very truly yours,


Keith Beasley,
Court Administrator

c: Hon. Richard L. Caretti, Chief Judge
Hon. Antonio P. Viviano, Presiding Judge, Family Division
David Diegel, Finance Director

RECYCLABLE PAPER

RESOLUTION NO.

FULL BOARD MEETING DATE

AGENDA ITEM

MACOMB COUNTY, MICHIGAN

RESOLUTION TO: adopt budget reductions for the Macomb County Prosecuting Attorney.

INTRODUCED BY: Don Brown, Chairperson, Budget Committee

PLAN B TARGETED: \$ 450,520

The Finance Department has reviewed the response from the Prosecuting Attorney regarding the implementation of Plan B. The Prosecutor has indicated that his plan is to continue the six month delay in replacing Assistant Prosecuting Attorneys in his office and estimates he would save +\$300,000 annually. In addition, he proposes to increase his charge in the prosecuting fee in securing forfeiture proceeds from drug dealers from 10% to 15% in 2009 and generate \$125,000 in additional revenue, which will be deposited in the General Fund. It is impossible to project the amount of savings from APA turnover for us to substantiate this savings in 2009. Therefore, we can identify \$125,000 additional revenue in 2009. The Prosecuting Attorney will be available to discuss this plan with the Budget Committee.

COMMITTEE/MEETING DATE: Budget Committee, Oct 23, 2008

ERIC J. SMITH
MACOMB COUNTY PROSECUTING ATTORNEY

To: David Diegel, Finance Director

From: Eric J. Smith, Prosecuting Attorney *EP*

Re: Plan B Proposal

Date: September 15, 2008

Legal Analysis

The Office of Prosecuting Attorney is statutorily mandated pursuant to MCLA 49.153. In this capacity, my office handles nearly 21,000 cases a year, excluding appeals.

The Michigan Court of Appeals has established precedent for adequate funding of the prosecutor's office in *Cahalan v Wayne County Board of Commissioners*, 93 Mich App 114, 286 NW2d 62 (1979). In *Cahalan*, the Wayne County Board of Commissioners voted to impose a significant reduction in personnel costs for the Wayne County Prosecutor.

The Court of Appeals ruled in favor of the Prosecuting Attorney, holding that:

"Where the Legislature has statutorily imposed on the county executive officers various duties and obligations, the county boards of commissioners must budget sums sufficient to allow the executive officers to carry out their duties and obligations."

In *Cahalan*, the Court of Appeals established the appropriate staffing level to be the number of felonies per calendar year divided by the number of assistant prosecutors available to adjudicate them. The Court held that a proposed staffing level that would have left the Wayne County Prosecutor's Office with a caseload of 122 felonies per prosecutor annually was per se unconstitutional.

Our office's current staffing level – prior to any proposed budget cut – of 141 felonies per prosecutor leaves our office at a staffing level far below the number the Court found constitutionally insufficient in *Cahalan*. In fact, Macomb County would need to add seven new assistant prosecutors simply to rise to the level the Court of Appeals found necessary to survive constitutional scrutiny.

By way of comparison: to rise to the felony per prosecutor level in Wayne County, the board would need to add 12 assistant prosecutors. To match the current level in Oakland County, the board would need to add 18 assistant prosecutors.

Budget Reductions

Despite the inadequate staffing levels within my office, my initiatives to help minimize the budget crisis facing the county have been quite successful.

In 2006, you will recall when the Board approved an additional Circuit Judge, my office agreed to staff only one assistant prosecutor (at a reduced rate) instead of two assistant prosecutors, as had been done in the past.

That same year, I initiated a plan to hold all vacant assistant prosecutor positions within my office open for a period of six months. More often than not, those positions were held open much longer than six months.

Despite the impact on our daily operations, this program resulted in savings of \$405,078 in 2007.

In 2008, our projected savings will be approximately \$377,000.

By continuing to hold my APA vacancies for six months, there is no reason why we cannot achieve similar savings in 2009 and beyond.

Increased Revenue

Currently, the rate charged to local law enforcement for our legal services in securing forfeiture proceeds from drug dealers is 10%. Effective January 1, 2009, that rate will increase to 15%. In 2008, this increase would have resulted in at least an extra \$125,000 of revenue to the county.

Summary

I am confident that with our continued delay in hiring assistant prosecutors and the increase in revenue from drug forfeitures, we will be able to meet the targeted cut sought under Plan B. If you have any questions, please do not hesitate to contact me.

RECYCLABLE PAPER

-RESOLUTION NO.

FULL BOARD MEETING DATE

AGENDA ITEM

MACOMB COUNTY, MICHIGAN

RESOLUTION TO: adopt budget reductions for the Macomb County Sheriff's Department.

INTRODUCED BY: Don Brown, Chairperson, Budget Committee

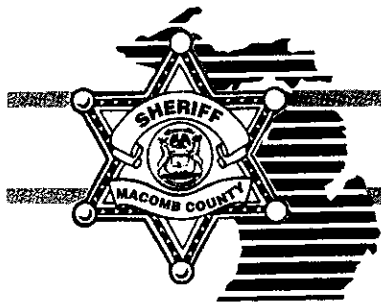
PLAN B TARGETED: \$ 1,933,820

The Finance Department has reviewed the response from the Sheriff regarding the implementation of Plan B. The Sheriff has indicated that the Sheriff Office would reduce the North End County road patrol to 5 deputies from the current 9, a reduction of 4 deputy positions that would save approximately \$445,000. The Sheriff also indicated that he would close 60 inmate beds. Unfortunately, while the cost is currently calculated at approximately \$84.00 per day, the Sheriff did not indicate the reduction in the number of FTE staff resulting in the closing of the 60 beds or the line items to be reduced to account for this closing. The \$84.00 per day cost consists of many fixed costs (building, depreciation, utilities, etc), that may or may not be reduced, as well as many variable cost (such as meals per day, prisoner transport, inmate clothing and bedding, and supervision, etc.). So it no just a matter of multiplying the number of beds times the cost per day without applying it to a number of positions and costs with in the facility. Another factor is which prisoners would be released or not taken in. Currently the Jail has federal and state inmates in the facility that reimburse the County \$35 to \$93 per day for their incarceration. It is our understanding that past practice includes the reduction of non-county prisoners (or not take them) during jail over crowding. This loss of revenue could be in excess of \$200,000 and would only add to the deficit.

Our concern with reducing personnel is the continued use of overtime. One solution could be to apply the re-deployment of some of these employees to cover the manning requirements to cut overtime costs in the Sheriff Operations and Jail.

The Sheriff Department will be available to discuss the Department's proposal.

COMMITTEE/MEETING DATE: Budget Committee, Oct 23, 2008



MARK A. HACKEL

OFFICE OF THE SHERIFF

Kent B. Lagerquist
UNDERSHERIFF

TO: Dave Diegel, Director
Macomb County Finance

FROM: Sheriff Mark A. Hackel

DATE: September 9, 2008

RE: 2009 Budget Cuts

In an effort to meet your targeted cuts under Plan B – Schedule I of \$1,933,810 the following action would have to be taken:

It should be noted that the below listed actions would have serious and long reaching impact on public safety and the criminal justice system within Macomb County. These cuts would result in less bed space for judicial bed allocations on sentenced prisoners and emergency-only responses to non contract County Road Patrol as well as other general services provided by the Sheriff's Road Patrol county-wide.

1. Lay off four (4) Deputy Sheriff positions at a combined cost of \$444,904.52 (salary and benefits).
2. Close sixty (60) inmate beds. The cost for housing an inmate has been set at \$70.00 per day. The elimination of sixty (60) beds would result in gross reduction of \$1,533,000.00 per year in expenses.

The total potential savings to the county would amount to \$1,977,904.00 for 2009. Although this figure exceeds the amount set forth in Plan B – Section I it allows for unforeseen contingencies and zero growth for 2010.

Respectfully,

A handwritten signature in black ink, appearing to read "Mark A. Hackel", written over a horizontal line.

Sheriff Mark A. Hackel

/dk

2009 Cost Elimination

	Cost Each	Number	Total Cost
Deputy	\$ 111,226.13	4	\$ 444,904.52
Total		4	\$ 444,904.52

	Amount Per Day	Amount Per Year
60 Beds @ \$70 Per Day	\$ 4,200.00	\$ 1,533,000.00

Grand Total	\$ 1,977,904.52
--------------------	-----------------

RECYCLABLE PAPER

RESOLUTION NO.

FULL BOARD MEETING DATE

AGENDA ITEM

MACOMB COUNTY, MICHIGAN

RESOLUTION TO: adopt targeted budget reductions for the Equalization Department.

INTRODUCED BY: Don Brown, Chairperson, Budget Committee

TARGET: \$43,610.

The Finance Department has reviewed the response from the Director regarding the implementation of Plan B. There was no additional savings unless an Appraiser II position is deleted as suggested. If the Board of Commissioners considers this option, \$78,497 savings would be realized and would result in a lay-off. The County would have to provide \$9,412 in unemployment benefits for this employee.

COMMITTEE/MEETING DATE: Budget Committee, Oct 07, 2008 - postponed

Spec. Budget Oct 23 2008



EQUALIZATION DEPARTMENT

10 N. Main St., 3rd Floor
Mount Clemens, Michigan 48043
586-469-5260 Fax 586-469-5423
macombcountymi.gov/equalization

Steven M. Mellen
Director

TO: David M. Diegel
Finance Director

Terry Mocer
Manager/Auditor
Personal Property Division

FROM: Steven M. Mellen
Equalization Director *SMM*

David L. Feller
Manager
Comm/Ind Division

DATE: September 11, 2008

Sandy Birkenshaw
Manager
Res/Ag/Dev Division

SUBJECT: 2009 Budget

I am in receipt of your memo dated August 29, 2008 and offer the following response.

With the Typist Clerk III position cut, as listed in your Plan A, the Equalization Department will be down a full 25% from the staffing levels in July 2000, which is the time I took over as director.

We also have entered into an assistive services contract as of July 1, 2008, which is the first time Macomb County Equalization has ever contracted with any community. This two-year contract yields revenue of \$50,000 in the 2008-2009 budget year and revenue of \$40,000 in the 2009-2010 budget years.

I would hope this combination of increased revenue and the cut of one additional employee meets the mandated revenue requirements as proposed by the Budget Committee of the Board of Commissioners, for the upcoming budget sessions.

Any further personnel cuts, either through lay-offs or attrition, would impede this department from completing its state mandated responsibilities. However, if it is deemed necessary that another cut be made in the Equalization Department, that cut would have to be made in the form of an AFSCME 411 member being laid off. The lowest seniority person in the office currently holds the position of Appraiser II.

I await the decision and further direction from the Board of Commissioners.

SMM/jq

MACOMB COUNTY BOARD OF COMMISSIONERS

William A. Crouchman
District 23
Chairman

Dana Camphous-Peterson
District 18
Vice-Chair

Leonard Haggerty
District 21
Sergeant-At-Arms

Andrey Duzij - District 1
Arvin E. Sauger - District 2

Joan Flynn - District 6
Sue Rocca - District 7

Ed Szczepanski - District 11
Peter J. Luad - District 12

Carey Tornice - District 16

Betty Slinde - District 22

RECYCLABLE PAPER

RESOLUTION NO.

FULL BOARD MEETING DATE

AGENDA ITEM

MACOMB COUNTY, MICHIGAN

RESOLUTION TO: adopt budget reductions for the Macomb County Office of Public Affairs.

INTRODUCED BY: Don Brown, Chairperson, Budget Committee

PLAN B TARGETED: \$ 7,630

The Finance Department has reviewed the response from the Director of Public Affairs regarding the implementation of Plan B. The Director has not indicated an area where the Plan could be implemented. The Director will be in attendance to provide an overview to the Budget Committee and any budget reductions available.

COMMITTEE/MEETING DATE: Budget Committee, Oct 23, 2008

MEMORANDUM

DATE: Oct. 16, 2008

TO: BOC Chairman William Crouchman
Budget Committee Chairman Don Brown
Finance Director Dave Diegel

FROM: Phil Frame
Director of Public Affairs

SUBJECT: Plan B budget cuts

Last week, I was forwarded an Aug. 29 memo from the Finance Director that asked departments to supply a written plan to generate budget savings shown on Plan B, Schedule 1. The targeted cuts to Public Affairs on Plan B reflect the cuts in Plan A, plus \$7,630. As it reviewed Plan A in August, the Board of Commissioners voted not to eliminate the position of Public Affairs Specialist, my only employee. John Foster of the Finance Department clarified that I am being asked to propose a way to generate \$7,630 in savings, or a like amount of additional revenue, to the county's General Fund.

The target of \$7,630 is \$1,833 more than the annual expense budget of the Office of Public Affairs (OPA). Our current annual expense budget of \$5,797 is all that remains of the initial budget of \$15,331 that was approved by the Board of Commissioners in 2005. Because our expense budget was set after 2005 began, our prorated budget that year was \$14,236; we spent \$5,413, returning \$8,800 to the General Fund. That same year, departments were asked to cut 3 percent from their proposed 2006 overall budgets to help the county deal with a shortfall. OPA took its entire \$5,700 cut from expenses (slightly more than the 3 percent target). Of the remaining \$9,631, OPA spent \$4,557, returning more than \$5,000 to the General Fund. In 2007, the OPA expense budget was reduced to \$6,297 when the board eliminated travel and conference expenses; we spent about \$4,400, returning more than \$1,900 to the General Fund.

Also in 2007, the original Public Affairs Specialist transferred to another department. The county saved approximately \$29,000 during the vacancy and due to the new hire coming in at a lower rate.

This year, OPA recommended a cut in office supplies that left the operating budget at \$5,797. Although our expenses are more heavily weighted to the end of the year, we again will return money to the General Fund.

Since 2005, budget cuts have reduced the OPA annual expense budget by \$9,534 (62 percent), and we have returned an additional \$15,700 (not including 2008) to the General Fund by managing spending and spreading costs over a longer period. For example, a two-year newspaper subscription is cheaper than an annual renewal, and the cost is incurred every two years. We have curtailed expenses by doing things such as driving a short distance to pick up free copies of some weekly newspapers rather than paying to have them mailed to us. We are paying out-of-pocket for some newspapers without reimbursement.

Although OPA continues to manage funds responsibly and spends money only on things necessary to performing our duties, we are experiencing inflationary increases like everyone. We believe our current operating budget and spending habits will absorb these price increases for necessary tools. However, we need to plan for replacing equipment that is wearing out and investing in new technology that will allow us to increase our workflow, offer more online features and services to taxpayers, and improve the experience that visitors have when they come to the county's Web site.

There are new ways to reach out to and communicate with taxpayers that we have not been able to adopt yet because of a lack of time and funding. Even so, OPA has been highly successful in promoting economic development, pushing messages out to taxpayers, generating robust public participation in county programs, assuring accuracy and fairness of news reports (as best we can), and serving the communications needs of county departments and the Board of Commissioners. And we are moving forward and trying to find ways to adopt new technology and techniques with existing resources. This coordinated public outreach is more vital now that printed versions of the Annual Report, Directory of Services and other publications are no longer produced and distributed.

Reducing our operating budget or staffing will devastate OPA's ability to function as it does now. OPA is responsive and provides excellent customer service, yet we can be overwhelmed during intensely busy periods, when we have to triage tasks for maximum impact while letting some things slip. We are most susceptible when one staff person is out of the office at a meeting, event or for some other reason. When workload peaks during a short-staffing period, decisions about what tasks to perform are based only on time sensitivity. More important or more strategic tasks have to be put off when something else demands immediate attention.

As you consider our budget, please take into account that we have a record of helping other county departments increase their revenues. Publicity generated by OPA was the major difference in the annual county auction attracting more than 870 buyers – 2½-times more than a typical year – and revenue of \$270,000, more than double 2007 receipts. We helped sell more dog licenses; helped increase usage and revenue at our two Senior Day Service centers; helped sell flu shots; helped Martha T. Berry launch a short-term rehab program, and helped sell vendor tables that made the Older American Festival virtually self-sufficient for the past two years. Publicity about a bench warrant sweep of deadbeat parents helped the Friend of the Court bring in more than \$350,000 in overdue child support payments. There are more examples of OPA's focus on ways to help generate more revenue as the county's budget problems worsened.

Also, should the proposed millage for Veterans Services pass Nov. 4, OPA will be retained to help the department design, execute and promote its promised and much-needed outreach program. And OPA is moving ahead now with our Macomb County promotional magazine after putting it on hold to avoid competing with the magazine published earlier this year by Planning & Economic Development. With the economy faltering as it is now, it is unrealistic to expect the \$10,000 in revenue previously forecast. A better estimate is \$6,000 to \$7,000 that would arrive about the third quarter of 2009, if the schedule holds.

While we can't specifically identify how we will create the \$7,630 that is our share of Plan B savings, our track record shows that the number is well within our reach. We are committed to getting there.

RECYCLABLE PAPER

RESOLUTION NO.

FULL BOARD MEETING DATE

AGENDA ITEM

MACOMB COUNTY, MICHIGAN

RESOLUTION TO: adopt budget reductions for the Macomb County Finance Department.

INTRODUCED BY: Don Brown, Chairperson, Budget Committee

PLAN B TARGETED: \$ 91,000

The Finance Director negotiated new revenue sources in the amount of \$62,000 in 2009. Any additional savings beyond the \$62,000 would require the layoff of a professional staff within the Finance Department as outlined in the October 16, 2008 memo from the Finance Director. If approved, this proposal will reduce the County Budget requirements in 2009 by \$62,000.

COMMITTEE/MEETING DATE: Budget Committee, Oct 23, 2008



FINANCE DEPARTMENT

10 N. Main St., 12th Floor
Mount Clemens, Michigan 48043
586-469-5250 FAX 586-469-5847

David M. Diegel
Finance Director

October 16, 2008

John H. Foster
Assistant Finance Director

Robert Grzanka, C.P.A.
Internal Audit Manager

Stephen L. Smigiel, C.P.A.
Accounting Manager

Commissioner Don Brown, Chairman
& Members of the Budget Committee
1 South Main Street, 9th Floor
Mt. Clemens, MI 48043

Dear Commissioner:

In response to your directive for Plan B savings in the amount of \$91,000, I submit the following.

I have a verbal commitment from Macomb Health Plan to reimburse the County for financial services in the amount of \$50,000 per annum effective January 1, 2009. I also have a verbal commitment from Detroit Regional Mass Transit to reimburse the County for financial services at the rate of \$12,000 per annum effective January 1, 2009 for a total of \$62,000 toward our goal of \$91,000.

My office provides a variety of professional services to both of the above agencies ranging from expenditure review and approval, accounting, budgeting, payroll support, check approval and bank reconciliation. We developed accounting and internal control systems for both agencies from their inception, but have not received direct compensation for those services to date.

Any additional savings required beyond the \$62,000 noted above would require the layoff of a professional staff within the Finance Department. Our clerical staff was reduced by one Account Clerk IV under Plan A and we cannot afford the loss of additional clerical. Our total operating budget equals only \$50,400 and we have already cut it as far as it can go.

In addition to the Account Clerk IV we gave back as part of Plan A, we have previously held open two Accountant positions, one Auditor position and one Budget Analyst position out of a total staff of 27. As a result we have already cut our staff by 20% below the level we operated with 10 years ago.

Any further reduction in professional staff below current levels will seriously inhibit our ability to perform our mission.

MACOMB COUNTY BOARD OF COMMISSIONERS

William A. Crouchman
District 23
Chairman

Dana Camphous-Peterson
District 18
Vice-Chair

Leonard Haggerty
District 21
Sergeant-At-Arms

Andrey Duzyj - District 1
Marvin E. Sauger - District 2
Phillip A. DiMaria - District 3
Jon M. Switalski - District 4
Susan L. Doherty - District 5

Joan Flynn - District 6
Sue Rocca - District 7
David Flynn - District 8
Robert Mijac - District 9
Philis DeSaele - District 10

Ed Szczepanski - District 11
Peter J. Lund - District 12
Don Brown - District 13
Brian Brdak - District 14
Keith Rengert - District 15

Carey Torrice - District 16
Ed Bruley - District 17
Paul Gielegem - District 19
Kathy Tocco - District 20

Betty Slinde - District 22
Sarah Roberts - District 24
Kathy D. Vosburg - District 25
Leon Drolet - District 26

We currently operate with the following professional staff:

Audit Officer	2
Internal Auditor	1
Senior Accountant	2
Senior Budget Analyst	1
Accountant	4
Fleet Coordinator	<u>1</u>
	11

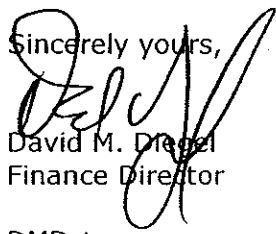
By comparison the Oakland County Fiscal Services Department operates with 51 professional staff.

I understand that each County Department must do its part in balancing the County budget and I believe we have done our part over the years by holding vacancies, cutting operating costs and generating new revenue for the County.

I understand how serious the current Budget situation is and if directed will lay off one staff person, but if so directed I would have serious concerns regarding our ability to adequately manage Macomb County's \$500 Million operating budget and assets well in excess of one billion dollars.

If the Budget Committee feels that it needs more than the savings we have already provided including the \$62,000 noted above, we will of course layoff one professional staff which would save an additional \$85,647 to \$100,545 depending on which position is to be eliminated.

Sincerely yours,



David M. Dreger
Finance Director

DMD:ts

RECYCLABLE PAPER

RESOLUTION NO.

FULL BOARD MEETING DATE

AGENDA ITEM

MACOMB COUNTY, MICHIGAN

RESOLUTION TO: adopt budget reductions for the Macomb County Board of Commissioners.

INTRODUCED BY: Don Brown, Chairperson, Budget Committee

PLAN B TARGETED: \$ 32,200

The Finance Department has reviewed the response from the Chair regarding the implementation of Plan B. The Chair indicated that the action at the October 9, 2008 Full Board approving the 5% reduction in Commissioner's salaries will amount in a \$61,143 savings in 2009.

COMMITTEE/MEETING DATE: Budget Committee, Oct 23, 2008



BOARD OF COMMISSIONERS

JOHN

1 S. Main St., 9th Floor
Mount Clemens, Michigan 48043
586-469-5125 FAX 586-469-5993
macombcountymi.gov/boardofcommissioners

MEMORANDUM

DATE: October 9, 2008

TO: David M. Diegel, Finance Director

FROM: William A. Crouchman, Chairman
Macomb County Board of Commissioners *WAC*

SUBJECT: 2009 Budget Reduction – Plan B

I am in receipt of your memo dated August 29, 2008 wherein you outline the targeted cut for the Board of Commissioners budget under Plan B is \$32,200.

The Board has approved a 5% reduction in Commissioner's salaries for 2009/2010. This reduction will result in an annual savings of \$61,143, surpassing the targeted reduction amount under Plan B by \$28,943.

MACOMB COUNTY BOARD OF COMMISSIONERS

William A. Crouchman
District 23
Chairman

Dana Camphous-Peterson
District 18
Vice-Chair

Leonard Haggerty
District 21
Sergeant-At-Arms

Andrey Duzyj - District 1
Marvin E. Sauger - District 2
Phillip A. DiMaria - District 3
Jon M. Switalski - District 4
Susan L. Doherty - District 5

Joan Flynn - District 6
Sue Rocca - District 7
David Flynn - District 8
Robert Mijac - District 9
Philis DeSaele - District 10

Ed Szczepanski - District 11
Peter J. Lund - District 12
Don Brown - District 13
Brian Brdak - District 14
Keith Rengert - District 15

Carey Torrice - District 16
Ed Bruley - District 17
Paul Gielegem - District 19
Kathy Tocco - District 20

Betty Slinde - District 22
Sarah Roberts - District 24
Kathy D. Vosburg - District 25
Leon Drolet - District 26

RESOLUTION NO.

FULL BOARD MEETING DATE

AGENDA ITEM

MACOMB COUNTY, MICHIGAN

RESOLUTION TO: adopt budget reductions for the Macomb County Juvenile Division – Child Care Fund.

INTRODUCED BY: Don Brown, Chairperson, Budget Committee

PLAN B TARGETED: \$ 316,890

The Budget Committee at the October 21, 2008 meeting requested additional information regarding the reduction proposal of the Circuit Court – Juvenile Division-Child Care Fund. Attached is a memorandum from the Juvenile Court Program Director and Director of JJC explaining this proposal. They will be in attendance to address any additional questions Committee may have regarding this matter. If approved, this proposal will reduce the County Budget requirements in 2009 by \$316,890.

COMMITTEE/MEETING DATE: Budget Committee, Oct 21, 2008
Budget Committee, Oct 23, 2008

October 21, 2008

David Diegel
Macomb County Finance Department
10 North Main Street, 12th Floor
Mt. Clemens, MI 48043

Mr. Diegel:

The Plan B target reduction in the Child Care Fund out-of-home placement budget for the Circuit Court – Juvenile Division is \$663,780. The Court has already demonstrated a concerted effort in reducing out-of-home placement costs. In September 2007 there were 73 juveniles in out-of-home placement at a monthly cost of \$333,789. In September 2008 there were 39 juveniles in out-of-home placement at a monthly cost of \$195,158.

This reduction was made possible through careful monitoring of recommendations for delinquent residential care and maximum utilization of non-residential, community-based treatment programs such as diversion, tether, intensive probation, and Drug Court. The increased use of these programs reduced the need for the use of detention beds in the Juvenile Justice Center.

The opening of an additional twenty treatment beds in the Juvenile Justice Center has the potential to further reduce the Child Care Fund budget for out-of-home care. These savings would be used to operate the expanded Juvenile Justice Center treatment beds. Under any circumstances, the combination of private placements and the JJC treatment programs will remain necessary going forward. The reduced capacity for detention will remain vacant unless additional program space or detention space is mandated as a result of increased serious juvenile delinquency.

Sincerely,



Nicole N. DeJong
Juvenile Division Program Director



Chuck Seidelman
Director of Juvenile Justice Center

RECYCLABLE PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE

AGENDA ITEM

MACOMB COUNTY, MICHIGAN

RESOLUTION TO: receive and file the update on remaining 2009 Plan B Departmental proposals.

INTRODUCED BY: Don Brown, Chairperson, Budget Committee

The following Departments have not presented Plan B proposals to the Budget Committee:

<u>DEPARTMENT</u>	<u>PLAN B TARGET</u>	<u>COMMENTS</u>
Emergency Mgmt	\$ 9,940	Referred to JPS W/Technical Services
Technical Services	\$ 21,420	Referred to JPS/W Plan A & Emg Mgmt
Library	\$ 105,560	Community Services Committee Pending Wayne State Contract

COMMITTEE/MEETING DATE: Budget Committee, Oct 23, 2008

PLAN B - SCHEDULE I

Dept Name	% of Net Budget	Target Reduction Net of Lost Program Revenue
✓Board of Commissioners	0.460%	32,200.00
✓Circuit Court	1.716%	120,120.00
✓Clerk	2.590%	181,300.00
✓Community Mental Health	3.464%	242,480.00
✓Community Services	0.634%	44,380.00
✓Community Corrections	0.262%	18,340.00
✓Corporation Counsel	0.612%	42,840.00
✓District Court - New Baltimore	0.251%	17,570.00
✓District Court - Romeo	0.109%	7,630.00
✓District Court Probation	0.219%	15,330.00
✓Emergency Mgmt	0.142%	9,940.00
✓Equalization	0.623%	43,610.00
✓Facilities & Operations	9.235%	646,450.00
✓Facilities & Operations - Security	0.360%	25,200.00
✓Finance	1.300%	91,000.00
✓Friend of the Court	3.814%	266,980.00
✓Health Department	9.048%	633,360.00
✓Human Resources	1.311%	91,770.00
✓Information Technology	2.655%	185,850.00
✓Juvenile Court	3.235%	226,450.00
✓Juvenile Justice Center	4.371%	305,970.00
✓Juvenile Justice Center - Juv Cour	4.527%	316,890.00
✓Juvenile Justice Center - DHS	1.822%	127,540.00
✓Library	1.508%	105,560.00
✓MSU Extension	0.612%	42,840.00
✓Planning	1.617%	113,190.00
✓Probate Court - Mental	0.612%	42,840.00
✓Probate Court - Wills	1.235%	86,450.00
✓Prosecuting Attorney	6.436%	450,520.00
✓Public Affairs	0.109%	7,630.00
✓Public Works	2.087%	146,090.00
✓Purchasing	0.907%	63,490.00
✓Technical Services	0.306%	21,420.00
✓Register of Deeds	1.322%	92,540.00
✓Reimbursement	0.350%	24,500.00
✓Risk Management	0.229%	16,030.00
✓Senior Citizens	1.038%	72,660.00
✓Sheriff	27.626%	1,933,820.00
✓Treasurer	1.246%	87,220.00
Grand Total	100.000%	7,000,000.00

RECYCLABLE PAPER

RESOLUTION NO.

FULL BOARD MEETING DATE

AGENDA ITEM

MACOMB COUNTY, MICHIGAN

RESOLUTION TO: approve the addition of six Case Manager Positions in the Macomb/St. Clair Employment & Training Agency. These positions will be 100% Grant Funded by the Macomb/ St. Clair Workforce Development Board, at no cost to the County General Fund.

INTRODUCED BY: Don Brown

The Macomb St. Clair Employment & Training Agency requests that Contract #05-152-06, with the Macomb/St. Clair workforce Development Board, be modified to include an additional Case Manager position. The position will be 100 % Grant Funded.

Special Budget
COMMITTEE/MEETING DATE: 10-23-08

*added to agenda
10-23-08 #7A.*



*A private-public partnership
administered locally by the Macomb/St. Clair Workforce Development Board*

TO: Eric Herppich, Acting Director
Macomb County Human Resources Department

FROM: Kathy J. Jordan, ^{eff}Director
Macomb/ St. Clair Employment & Training Agency

DATE: October 21, 2008

SUBJECT: a) Additional Six (6) Case Manager Positions
b) Modification of Contract # 05-152-06

The purpose of this memo is to notify you that the Workforce Development Board has approved the request for six additional case manager positions.

The Macomb/St. Clair Employment and Training Agency (M/SCETA) received confirmation from the Macomb/ St. Clair Workforce Development Board that the Michigan Department of Labor and Economic Growth has approved a substantial increase for the No Worker Left Behind Program (NWLBP) for Fiscal Year 2009, (October 1, 2008 to September 30, 2009).

Therefore, M/SCETA is receiving a modification to contract # 05-152-06. With the approval of these additional **GRANT FUNDED** positions, our present contract has increased to fifty (50) case manager positions. The Workforce Development Board will provide the appropriate funding to support this additional position.

Due to the heavy volume of unemployed customers, and assurance that funding is available, please make the necessary arrangements to post these positions and bring these additional staff on board immediately.

Thank you for your prompt attention to this matter.

Attachment: 2

Cc: John Foster
Denise Jacks, Corinne Bedard, Board of Commissioners
John Bierbusse
Lisa Weber

ADMINISTRATIVE OFFICE

VerKruilen Building
21885 Dunham Road, Suite 11
Clinton Township MI 48036-1030
(586) 469-5220
FAX (586) 469-7488

CUSTOMER CENTERS

75 North River Road
Mt. Clemens MI 48043
(586) 469-7702
FAX (586) 469-5082

15950 12 Mile Road
Roseville MI 48066
(586) 447-9200
FAX (586) 447-9238

43630 Hayes Road
Clinton Township MI 48038
(586) 263-1501
FAX (586) 286-9517

100 McMorran Boulevard
6th Floor
Port Huron MI 48060
(810) 966-3300
FAX (810) 966-3337

27850 Van Dyke
Warren MI 48093
(586) 574-2170
FAX (586) 576-0576



*A private-public partnership
administered locally by the Macomb/St. Clair Workforce Development Board*

TO: Kathy Jordan, Director, Macomb/St. Clair Employment & Training Agency

FROM: John H. Bierbusse, Executive Director/Macomb St. Clair Workforce Development Board

DATE: October 20, 2008

SUBJECT: Hiring of Six Case Managers

The Michigan Department of Labor & Economic Growth has received additional state funding for the No Worker Left Behind program. This has created a backlog in eligible customers having an opportunity to meet with one of your case managers. To alleviate this problem, I am authorizing you to hire six additional case managers.

The Macomb/St. Clair Workforce Development Board will provide as a modification to contract #05-152-06, the appropriate funding to support these additional positions.

A handwritten signature in black ink, appearing to read "John H. Bierbusse", is written over a light blue horizontal line.

John H. Bierbusse, Executive Director
Macomb/St. Clair Workforce Development Board

JHB:pp

ADMINISTRATIVE OFFICE

VerKuilen Building
21885 Dunham Road, Suite 11
Clinton Township MI 48036-1030
(586) 469-5220
FAX (586) 469-7488

CUSTOMER CENTERS

75 North River Road
Mt. Clemens MI 48043
(586) 469-7702
FAX (586) 469-5082

15950 12 Mile Road
Roseville MI 48066
(586) 447-9200
FAX (586) 447-9238

43630 Hayes Road
Clinton Township MI 48038
(586) 263-1501
FAX (586) 286-9517

100 McMorran Boulevard
6th Floor
Port Huron MI 48060
(810) 966-3300
FAX (810) 966-3337